



**COMMUNITY DEVELOPMENT DEPARTMENT – PLANNING DIVISION**

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**Filing Requirements  
for  
ZONING AMENDMENT ESTABLISHING OR AMENDING A  
PLANNED UNIT DEVELOPMENT**

**A. PURPOSE**

The Purpose of the Planned Unit Development (PUD) district is to facilitate and promote coordination of design, access, use, and other features associated with development of multiple adjacent properties or single properties. The district is also intended to allow diversification in the relationship of various buildings, structures and open spaces in planned building groups, and the allowable height of the buildings and structures, while insurance substantial compliance to the district regulations and other provisions of Chapter 18.30 of the Municipal Code. Any and all uses may be allowed in the PUD provided such uses are shown on the Precise Development Plan.

All Zoning Amendment applications are reviewed by the City's Planning Commission and City Council per Chapter 18.30 of the Municipal Code.

**B. FILING REQUIREMENTS**

1. Initial Submittal
  - a. Uniform Application
  - b. **Seven (7)** full size sets of submittal plans (see section C)
  - c. **Eight (8)** sets of submittal plans reduced to 11" x 17" in size
  - d. Environmental Assessment
  - e. Legal Description (see section D)
  - f. Public Hearing Noticing Requirements (see section E)
  - g. Supplemental written material (see section F)
  - h. Filing Fees (see Fee Schedule attached to the Uniform Application)
2. Final Submittal:
  - a. **One (1)** additional full size set of submittal plans, and **eight (8)** additional sets of submittal plans reduced to 11" x 17" in size
  - b. **One (1)** 8 1/2" x 11" reduced copy of each sheet of the submittal plans

**C. SUBMITTAL PLANS (See Plan Specification Handout for details required on plans)**

1. Zoning Plat
2. Site Plan

3. Landscaping Plan
4. Illustrative Building Elevations
5. Conceptual Grading Plan

**D. LEGAL DESCRIPTION**

Provide Legal description (metes and bounds) for the area of the proposed zoning amendment.

**E. PUBLIC HEARING NOTICING REQUIREMENTS**

1. Typed list of all property owners within 300' of the perimeter of the proposed project site pursuant to most recent equalized assessment rolls (including Assessor's Parcel Numbers)
2. Two sets of stamped, addressed, legal size envelopes (4 1/8" x 9 1/2") of all property owners from the list above
  - Use stamps, **do not use postage meter**
  - Be sure to include Assessor's Parcel Number **above** owner's name
  - Do not put return address on envelopes
3. Mailing List Affidavit (attached to Uniform Application)

See Public Hearing Requirement Examples attached to the Uniform Application

**F. SUPPLEMENTAL WRITTEN MATERIAL**

1. A statement of planning objectives to be achieved, and a description of the character of the proposed PUD development district.
2. A development scheme, indicating all phasing of construction
3. A statement of the applicant's intention with regard to sale or lease, and provisions for maintenance of the common area and features
4. The range of uses to be allowed in the PUD, providing sufficient detail to ensure that its purpose may be achieved. A prohibition of certain types of uses and/or a limitation on the number, size of and location of other types of uses may be included.